

**REBID OF BID 1719 -- ATTACHMENT "A"**  
**REQUIREMENTS FOR PRINTING ASSORTED ALDERMANIC NEWSLETTERS and THE**  
**ADDRESSING/MAILING OF THE NEWSLETTERS**  
**SEPTEMBER 26, 2006**

**PRINTING REQUIREMENTS—Bid 1719 Line Item 1.:**

It is ESTIMATED there will be an average of Thirty-Five (35) aldermanic newsletters issued per year and that each issue will have an average run of 16,000 copies. Over-runs (if any) must be limited to 3% of the quantity ordered – and NO UNDER-RUNS will be allowed. Most issues will be run in two (2) colors (Black PLUS a PMS color to be determined) on the stock specified (or equal) at the time of order placement. On occasion there will be approximately three (3) newsletter issues printed in full color (4-color process). Each newsletter issue will be provided as a PC Adobe Pagemaker file on a Zip disk or CD.

**GROUP 1**

Item 1 – Five (5) newsletters may be a two (2) color “Four-Page Format” (11 x 17 overall) folded in half to 8.5 x 11, then half again to 8.5 x 5.5.

Item 2 – Fifteen (15) newsletters may be a two (2) color “Six-Page Format” (11 x 25.5 overall) folded two (2) times to 8.5 x 11, then in half to 8.5 x 5.5.

Item 3 – Three (3) newsletters may be a two (2) color “Eight-Page Format” (two (2) 11 x 17’s) saddle-stitched with 2 staples on the 11” edge, trimmed and folded in half to 8.5 x 11, then in half again to 8.5 x 5.5.

**GROUP 2**

Item 4 – Two (2) newsletters may be a two (2) color “Four-Page TABLOID Format” (14 x 20 overall) folded in half to 10 x 14, then folded into thirds to 4.75 x 10.

Item 5 – Three (3) newsletters may be a two (2) color “Six-Page TABLOID Format” (14 x 30 overall) folded to 10 x 14, then folded into thirds to 4.75 x 10.

Item 6 – Two (2) newsletters may be a two (2) color “Eight-Page TABLOID Format” (two (2) 14 x 20’s) saddle-stitched with 2 staples on the 14” edge, folded in half to 10 x 14, then folded into thirds to 4.75 x 10.

**GROUP 3**

Item 7 – Two (2) newsletters may be a two (2) color “Six-Page Format” (11 x 25.5 overall) **with a perforated return postcard**, folded two (2) times to 8.5 x 11, then in half to 8.5 x 5.5.

Item 8 – Three (3) newsletters may be a **four (4) color process** “Eight-Page Format” (two (2) 11 x 17’s) saddle-stitched with 2 staples on the 11” edge, trimmed and folded in half to 8.5 x 11, then in half again to 8.5 x 5.5.

---

**The number of newsletters is approximate and not guaranteed.**

---

## **REQUIREMENTS – Continued:**

- Zip disk or CD must be picked up within 8 working hours of receiving notification from the City Clerk's Office.
- A color **accurate** proof must be delivered for review and approval to the designated City Clerk's personnel within three (3) working days of receipt of the disk.
- Awarded printing services bidder must deliver printed samples and the overrun/extra copies to City Hall-City Clerk's, Room 301-K, 200 E. Wells St., Milwaukee, WI 53202 prior to delivering the finished newsletters to the vendor awarded the addressing/mailing service contract.
- Complete delivery of the finished newsletters must be made to the bidder awarded Line Item 2- Addressing/Mailing services contract within three (3) working days after receipt of approved proofs.
- On occasion, two (2) or more different newsletters, with different formats will require overlapping proofing, production and delivery to the vendor awarded the addressing/mailing service contract.

**LINE ITEM 1. -- PRICING FOR PRINTING OF ALDERMANIC NEWSLETTERS**  
**GROUP 1**

**Pricing Schedule – Item 1**

Lot price for initial run of 16,000 **4-PAGE** newsletters (2-color).

All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Cost per 1,000 additional **4-PAGE** newsletters (2-color)..

All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Lot cost of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for initial run of 16,000 **4-PAGE** newsletters.

\$ \_\_\_\_\_

Cost per 1,000 of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for additional **4-PAGE** newsletter.

\$ \_\_\_\_\_

\*UTOPIA OFFSET ENAMEL (or equal)

Please indicate brand \_\_\_\_\_

---

**Pricing Schedule – Item 2**

Lot price for initial run of 16,000 **6-PAGE** newsletters (2-color).

All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Cost per 1,000 additional **6-PAGE** newsletters (2-color).

All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Lot cost of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for initial run of 16,000 **6-PAGE** newsletters.

\$ \_\_\_\_\_

Cost per 1,000 of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for additional **6-PAGE** newsletter.

\$ \_\_\_\_\_

\*UTOPIA OFFSET ENAMEL (or equal)

Please indicate brand \_\_\_\_\_

---

**Pricing Schedule – Item 3**

Lot price for initial run of 16,000 **8-PAGE** newsletters (2-color).

All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Cost per 1,000 additional **8-PAGE** newsletters (2-color).

All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Lot cost of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for initial run of 16,000 **8-PAGE** newsletters.

\$ \_\_\_\_\_

Cost per 1,000 of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for additional **8-PAGE** newsletter.

\$ \_\_\_\_\_

\*UTOPIA OFFSET ENAMEL (or equal)

Please indicate brand \_\_\_\_\_

## **GROUP 2**

### **Pricing Schedule – Item 4**

Lot price for initial run of 16,000 **4-PAGE TABLOID** newsletters (2-color).  
All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Cost per 1,000 additional **4-PAGE TABLOID** newsletters (2-color).  
All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Lot cost of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for initial run of 16,000 **4-PAGE TABLOID** newsletters.

\$ \_\_\_\_\_

Cost per 1,000 of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for additional **4-PAGE TABLOID** newsletter.

\$ \_\_\_\_\_

\*UTOPIA OFFSET ENAMEL (or equal)

Please indicate brand \_\_\_\_\_

---

### **Pricing Schedule – Item 5**

Lot price for initial run of 16,000 **6-PAGE TABLOID** newsletters (2-color).  
All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Cost per 1,000 additional **6-PAGE TABLOID** newsletters (2-color).  
All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Lot cost of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for initial run of 16,000 **6-PAGE TABLOID** newsletters.

\$ \_\_\_\_\_

Cost per 1,000 of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for additional **6-PAGE TABLOID** newsletter.

\$ \_\_\_\_\_

\*UTOPIA OFFSET ENAMEL (or equal)

Please indicate brand \_\_\_\_\_

---

### **Pricing Schedule – Item 6**

Lot price for initial run of 16,000 **8-PAGE TABLOID** newsletters (2-color).  
All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Cost per 1,000 additional **8-PAGE TABLOID** newsletters (2-color).  
All production costs only, **DO NOT** include cost of paper.

\$ \_\_\_\_\_

Lot cost of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for initial run of 16,000 **8-PAGE TABLOID** newsletters.

\$ \_\_\_\_\_

Cost per 1,000 of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for additional **8-PAGE TABLOID** newsletter.

\$ \_\_\_\_\_

\*UTOPIA OFFSET ENAMEL (or equal)

Please indicate brand \_\_\_\_\_

### **GROUP 3**

#### **Pricing Schedule – Item 7**

Lot price for initial run of 16,000 **6-PAGE** newsletters (2-color) **w/perforated return postcard**. All production costs only, **DO NOT** include cost of paper. \$ \_\_\_\_\_

Cost per 1,000 additional **6-PAGE** newsletters (2-color) **w/perforated return postcard**. All production costs only, **DO NOT** include cost of paper. \$ \_\_\_\_\_

Lot cost of 80# matte cover paper\* (minimum of 10% post consumer waste) for initial run of 16,000 **6-PAGE** newsletters **w/perforated return postcard**. \$ \_\_\_\_\_

**\*#2 MATTE COVER (or equal)**

Please indicate brand \_\_\_\_\_

---

#### **Pricing Schedule – Item 8**

Lot price for initial run of 16,000 **8-PAGE** newsletters (**4-COLOR**). All production costs only, **DO NOT** include cost of paper. \$ \_\_\_\_\_

Cost per 1,000 additional **8-PAGE** newsletters (**4-COLOR**). All production costs only, **DO NOT** include cost of paper. \$ \_\_\_\_\_

Lot cost of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for initial run of 16,000 **8-PAGE** newsletters. \$ \_\_\_\_\_

Cost per 1,000 of 70# recycled enamel paper\* (minimum of 10% post consumer waste) for additional **8-PAGE** newsletter. \$ \_\_\_\_\_

**\*UTOPIA OFFSET ENAMEL (or equal)**

Please indicate brand \_\_\_\_\_

---

### **Quoting PRINTING OF GROUP 1, 2, or 3-provide:**

#### **Miscellaneous Labor Charges**

Each newsletter may require additional prepress work, which due to the nature and/or complexity would be considered **ADDITIONAL LABOR CHARGES**. With acceptable documentation at invoicing, this additional prepress work will be treated as “**AUTHORIZED ADDITIONAL ALTERATIONS**” and chargeable in 0.1-hour increments at the following **HOURLY RATE**:

Estimated 13 hours per Group for “Authorized Additional Alterations” \$ \_\_\_\_\_

---

Can your firm provide the Allied Printing Trades Union Label?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**MAILING REQUIREMENTS—Bid 1719 Line Item 2:**

Awarded bidder will be responsible to:

- Inkjet addresses provided by City Clerk's Office personnel on to the newsletters for mailing.
- Sort the addressed newsletters by U.S. Postal carrier routes.
- Transport and deliver the printed/addressed newsletters in a timely manner to the Milwaukee Downtown U.S. Postal bulk mail center located at 345 W. St. Paul Ave., Milwaukee, WI 53203.

**LINE ITEM 2. -- PRICING FOR ADDRESSING & MAILING OF ALDERMANIC NEWSLETTERS**

**GROUP 1**

**Pricing Schedule**

Item 1: Lot price for addressing and bulk mailing initial run of 16,000 **4-PAGE** newsletters

\$ \_\_\_\_\_

Item 2: Lot price for addressing and bulk mailing initial run of 16,000 **6-PAGE** newsletters

\$ \_\_\_\_\_

Item 3: Lot price for addressing and bulk mailing initial run of 16,000 **8-PAGE** newsletters

\$ \_\_\_\_\_

**GROUP 2**

**Pricing Schedule**

Item 4: Lot price for addressing and bulk mailing initial run of 16,000 **4-PAGE TABLOID** newsletters

\$ \_\_\_\_\_

Item 5: Lot price for addressing and bulk mailing initial run of 16,000 **6-PAGE TABLOID** newsletters

\$ \_\_\_\_\_

Item 6: Lot price for addressing and bulk mailing initial run of 16,000 **8-PAGE TABLOID** newsletters

\$ \_\_\_\_\_

**GROUP 3**

**Pricing Schedule**

Item 7: Lot price for addressing and bulk mailing initial run of 16,000 **6-PAGE** newsletters **w/perforated return postcard**

\$ \_\_\_\_\_

Item 8: Lot price for addressing and bulk mailing initial run of 16,000 **8-PAGE** newsletters (**4-COLOR**)

\$ \_\_\_\_\_

---

## **AWARD OF BID**

This bid will be awarded by Line Item (Item 1 – Printing services; Item 2-Addressing/Mailing services) to the lowest responsive and responsible bidder(s) complying with the bid specifications, the specified delivery requirements and completion of Attachment A.-Requirements for Aldermanic Newsletters.

Line Item 1-Printing services—Multiple awards may be awarded by Group number (Group 1, Group 2, Group 3) as specified below. Bidders are not required to quote all three Groups to be eligible for an award, however, bidders must quote all line items within a Group to be eligible for an award of that Group (Group 1, Group 2 or Group 3.).

Line Item 2-Addressing/Mailing services--Will be awarded in Total to one bidder. Low bidder will be determined from the total of the lot prices quoted for Group 1-Items 1 through 3 **PLUS** Group 2-Items 4 through 6 **PLUS** Group 3-Items 7 and 8. Bidders must quote all line items for Groups 1, 2, and 3 to be eligible for an award of Line 2-Addressing/Mailing services.

The City reserves the right to reject any and all bids submitted for Line Item 1 and/or Line Item 2.

---

### **Line 1 – Printing Services:**

**Low bidder will be determined from the low aggregate total cost of the following for each Group:**

#### **GROUP 1**

Item 1. Total cost of 16,000 **4-PAGE** newsletters (2-color) on 70# enamel paper stock.

**P-L-U-S**

Item 2. Total cost of 16,000 **6-PAGE** newsletters (2-color) on 70# enamel paper stock.

**P-L-U-S**

Item 3. Total cost of 16,000 **8-PAGE** newsletters (2-color) on 70# enamel paper.

**P-L-U-S**

Estimated 13 hours of “Authorized Additional Alterations”

---

#### **GROUP 2**

Item 4. Total cost of 16,000 **4-PAGE TABLOID** (2-color) newsletters on 70# enamel paper.

**P-L-U-S**

Item 5. Total cost of 16,000 **6-PAGE TABLOID** (2-color) newsletters on 70# enamel paper.

**P-L-U-S**

Item 6. Total cost of 16,000 **8-PAGE TABLOID** (2-color) newsletters on 70# enamel paper.

**P-L-U-S**

Estimated 13 hours of “Authorized Additional Alterations”

---

**GROUP 3**

Item 7. Total cost of 16,000 **6-PAGE** newsletters (2-color) w/**perforated return postcard** on #2 matte cover paper.

**P-L-U-S**

Item 8. Total cost of 16,000 **8-PAGE** newsletters (4-color process) on 70# enamel paper.

**P-L-U-S**

Estimated 13 hours of "Authorized Additional Alterations"

---

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_